U.S. Bankruptcy Court
Northern District of Texas

CM/ECF

New Release Guide

Overview of CM/ECF Enhancements

Case Opening
- Name, address, city, state, zip, and SSN/Tax ID will be required when entering debtors in ECF.
- Filers can search by First and Middle name in addition to Last name, SSN or Tax ID.
- The role type is automatically added correctly when adding a Debtor, Joint Debtor, Plaintiff, Defendant, Petitioning Creditor, and Alleged Debtor. The user no longer needs to select the role type for these parties.
- Case Upload now allows attorney filers to file Chapter 11 cases as well as Chapter 7 and 13 cases.
- Multiple natures of suit can be selected in adversary case opening.
- Types of debtor selections are radio buttons. Only one selection can be made.

Entering Creditors
- The Add Creditor(s) screen has changed. There is now a single text box for name and address instead of separate lines for name, address, city, state and zip.

Docketing
The following events have been modified/added:

- Matrix – This event can be used to file the matrix for the first time, or amend/change an address on the matrix. Creditors can be added to the matrix through this docketing event. The event also looks to see if the matrix has been previously filed. If so, the user is charged a fee for amending the matrix. If no creditors, no fee is charged to the filer.
- Notice of appearance and request for notice – A creditor can be added to the matrix through docketing this event. Two steps in adding are no longer required.
- Assignment/Transfer of claims – This event has been modified to allow for the entry of the transferee and transferor. The user also enters the claim number(s) of the claims being transferred. The claims register is updated with the transferred claim(s). No additional step is required when docketing Assignment/transfer claim.
- Orders converting cases – Order events converting to chapter 7 and 13 will automatically terminate the existing trustee, 341 meeting and deadlines and assign the next available trustee/341 meeting date, time and location. The e-mail notification sent to case participants contains the new trustee/date/time/location in the docket text of the order.
- Filing an Amended Claim – Only the original filer of a claim can amend a claim on the claims register.
- Summons issued - The summons will be electronically sent to ECF users for printing and serving on the defendant. The court will no longer mail a copy of the summons to the plaintiff's attorney if an ECF filer. The electronic summons will be sent via e-mail through the Notice of Electronic Filing.

- Transcript: This event has been modified to link to the hearing held event ONLY. No other linkage possibilities are provided.
- Response: This event has been modified to only allow linkage to motions, notices, and trustee events. This event no longer allows linkage to the complaint in an adversary.

  The user is prompted to select "Motion" or "Other". Based on the user selection the corresponding category of events appears for linkage. "Other" only allows linkage to notices and trustee events. For other responses, objections the user must use the event drop-down menu to select the appropriate response/objection event.

  NOTE: The objection event also only allows linking to a motion or trustee event.

- Plan and Disclosure statement events - Chapter 11 plan, Chapter 11 small business plan, Chapter 12 plan, Disclosure statement, and Disclosure statement for small business have been modified. There are no longer events for amending these types of entries. The user is now prompted with a question:

  "Are you amending a previously filed plan?" (or the Disclosure statement event, "Are you amending a previously filed disclosure statement?")

  If the user selects "Yes" then a list of previously filed plans (or disclosure statements) appears for linkage and the word "Amended" appears in the final docket text. The user should link to the most recently filed plan or disclosure statement.

- Motion to continue: This event now allows the user to continue a 341 meeting of creditors.
- Employee income records: This event allows external filers to docket a virtual event (will not be required to attach a PDF) if the debtor has no pay advices ("pay stubs") to file with the court. The user is provided different options for filing. If the user specifies the debtor has copies of pay advices, then the user will be able to attach the PDF.

  NOTE: **COURT USERS** will always be prompted to attach a PDF document regardless of the option selected.

- Repeat filer: This event has been made available under the Trustee/US Trustee menu. The U.S. Trustee will docket this entry when they identify a repeat filer. A repeat filer is anyone who has been previously discharged within 8 years (Chapter 7), 6 years for Chapter 12/13, or dismissed from a previously filed case. The user is prompted to specify "Previous case dismissed", "Previous case discharged", or "Previous case pending". A prompt to select the DISTRICT and STATE is also provided. The user's selection appears in the final docket text of the entry. Also required is the entry of the filed date of the previous case.

- Trustee's recommendation concerning claims/plan: This is a new event for the US Trustee to docket their recommendation regarding claims, objections to claims, and plan modifications. (Also under Batch Filings).
- Certificate of non-compliance – Trustee's will docket this event if they have not received the debtor's tax return 7 days prior to the 341 meeting.
- Amended answer to complaint – This event has been moved to the Response/Objection/Amended Answer to Complaint menu option under Adversary.

Quality Assurance
- A Notice of Electronic Filing can be generated when certain edits are made. Notice is sent to active attorneys/trustees and any additional addresses specified for their accounts. Documents linked to the edited docket entry can be viewed without charge for 15 days. This eliminates the need for a corrective entry.

Reports
- The Docket Activity report will be made available to the public.
- Docket Report defaults to public view.
- Several changes to the Claims Register Report to improve functionality.
- Written Opinions Report - This is a new report that lists Memorandum of opinion and Findings of facts and conclusions of law docket entries filed in the specified case.

Case Opening

Case Opening (Example of Chapter 7)
1. Click Bankruptcy
2. File New Bankruptcy Case

Figure 1

3. Search for a debtor screen appears. This screen has changed to allow searches on First Name and Middle Name as well as SSN, Tax Id, and/or Last/Business Name. (See Figure 2)

Figure 2

4. Click Create new party button
5. Debtor Information screen appears. Last Name and SSN are copied from the search screen. There are three major changes to this screen.

Figure 3

a. There is no longer a role type pick-list. This is automatically set for Debtor, Joint Debtor, Plaintiff, Defendant, Petitioning Creditor, and Alleged Debtor. The user no longer needs to select the role type for these parties.

b. There is also a new "Corporate parent" button that allows the user to add a corporation (if business debtor's company is owned by or affiliated with) to the case. The addition of a corporate parent is used for conflict checking. A judge may not have a conflict of interest with the business debtor, but may with the business debtor's corporate parent. <u>THIS IS NOT AN ALIAS</u>. All aliases must be added using the alias button.

c. Certain fields are now required during case opening. If a required field is not entered an error message appears (see Figure 4 below). If a field is optional a warning message appears, however, the user can bypass the field.

Figure 4

When adding a **voluntary debtor** the following fields are required/optional:

- o Last Name (required)
- o First Name (optional)
- o SSN (optional)
- o Tax ID (optional)
- o Address1 (required)
- o City (required)
- o State (required)
- o Zip (required)

6. Click the Alias button (if an alias is provided on the petition).
7. Click Submit. Make sure before submitting all information for the debtor that all attorneys and aliases have been added.
8. If filing a joint debtor case, a prompt to search for the joint debtor appears. This screen has changed to allow searches on First Name and Middle Name as well as SSN, Tax Id, and/or Last/Business Name.

9. Click Create new party
10. Joint Debtor Information screen appears. Enter additional joint debtor information.

> When adding a **voluntary joint debtor** the following fields are required/optional:
>
>> o Last Name (required)
>> o First Name (optional)
>> o SSN (required)
>> o Tax ID (optional)
>> o Address1 (required)
>> o City (required)
>> o State (required)
>> o Zip (required)

11. Click the Alias button (if an alias is provided on the petition).
12. Click Submit. Make sure before submitting all information for the joint debtor that all attorneys and aliases have been added.
13. The Divisional Office selection screen appears. Click Next to accept the default Divisional Office assigned.
14. The SARD Information Screen appears. This screen has been modified. Only one type of debtor can be selected during case opening. (See Figure 5 below)
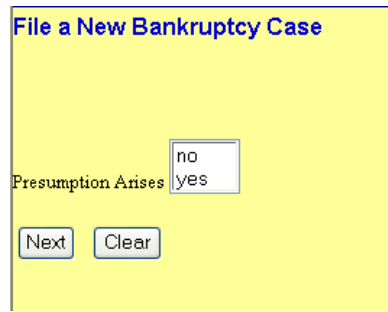
Figure 5

15. Enter the information **EXACTLY** as it is on the Petition.pdf file and click Next

16. Attach the PDF
17. Accept the default fee amount and click next.
18. Presumption of abuse screen appears (Chapter 7 cases only). Make the appropriate selection regarding abuse based on the Chapter 7 Means Test form.

File a New Bankruptcy Case

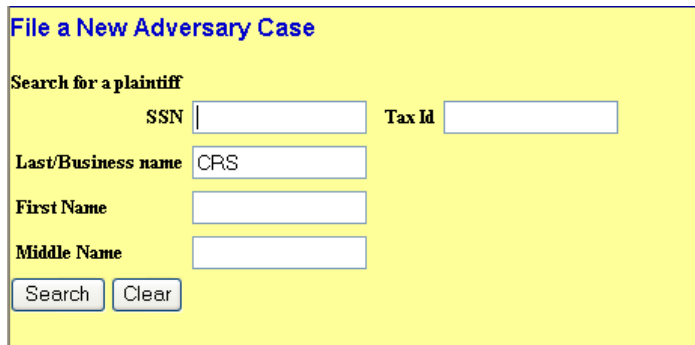Presumption Arises | no
yes

[Next] [Clear]

Figure 6

19. Modify Docket Text screen appears. Click Next.
20. Final Screen to submit the new case appears. Click Next.
21. Notice of Electronic Filing

IMPORTANT NOTE: All of the changes listed above will be present when opening Chapter 11, 12, and 13 cases through File New Bankruptcy Case.

REMEMBER: Upload the Creditor Matrix, Run Judge/Trustee Assignment, docket any other case opening documents provided with the petition for each case. The court will issue a notice of deficiency for any missing filing requirements.

Adversary Proceedings

1. Click Adversary
2. Click File New Adversary Case
3. If filing a Notice of removal select "n" for complaint. Click Next.
4. Enter the Lead case number and leave the default Association type "Adversary".
5. Search for a plaintiff screen appears. This screen has changed to allow searches on First Name and Middle Name as well as SSN, Tax Id, and/or Last/Business Name. (See Figure 7)

Figure 7

6. Select the name from the list or click Create new party. DO NOT ENTER AN ADDRESS FOR THE PLAINTIFF. The user is not prompted to select the roletype of Plaintiff. This role is automatically applied to the Plaintiff entered. When adding a **Plaintiff** only the Last name is required.
7. Click Attorney button
8. Search for an attorney screen appears. A search can be performed using Bar Id and Last name. You must enter the attorney for the Plaintiff if represented by an attorney.
9. Select the attorney if found, or add attorney if not found.
10. Attorney information screen appears. **NOTE**: When adding an **attorney** the following fields are required/optional:

   o Last Name (required)
   o First Name (required)
   o Bar Id (required)
   o Office (optional)
   o Address1 (required)
   o City (required)
   o State (required)
   o Zip (required)
   o Attorney phone (required)
   o Attorney e-mail (optional)

11. If there is only one Plaintiff, click End plaintiff selection. If there are more Plaintiff's to add, continue to search add them to the case.

Figure 8

12. Search for a defendant screen appears.

Figure 9

13. Defendant Information screen appears. **DO NOT ADD AN ADDRESS FOR THE DEFENDANT. ADDING THE ATTORNEY FOR DEFENDANT IS ALSO NOT REQUIRED AT THIS TIME.** The user is not prompted to select the role type of Defendant. This role is automatically applied to the Defendant entered. When adding a **Defendant** only the Last name is required. Click Submit to add the Defendant to the case.

14. If there is only one Defendant to add, click End defendant selection. If additional Defendants need to be added continue to search and add to the case.

Figure 10

15. SARD Information screen appears. This screen has been modified to allow the selection of a secondary nature of suit. (See Figure 11) Enter the information **EXACTLY** as it is on the complaint cover sheet.

   NOTE: If filing a notice of removal, select 459 (Application for Removal) from Primary nature of suit and click next. On the following screen you must select the event "Notice of removal" from the drop-down menu (for Notice of removals only).

Figure 11

16. Attach PDF (Complaint with Adversary cover sheet)
17. Accept the default fee amount and click Next
18. Modify Docket Text Screen appears. Click Next to submit the transaction.
19. Notice of Electronic Filing

NOTE: The case number for the adversary is spread into the main case along with the complaint entry.
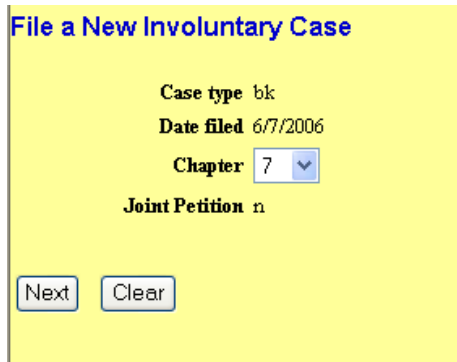

Issuing and Serving the Summons

The court will issue the summons electronically to ECF filers through the Notice of Electronic Filing. The summons will no longer be mailed. The plaintiff's attorney (if an ECF filer with Email address) can print the summons from the e-mail Notice of Electronic Filing and serve on the defendant.

Once the summons is served, it must be docketed using the event "Summons service executed". This event is available under Adversary… Other Complaint Actions.

Involuntary Case Opening

1. Bankruptcy
2. File New Involuntary Case. This screen has been modified in versions 3.0. Your only Chapter options to select are "7" or "11". Joint petition will always be "n". (See Figure 12)
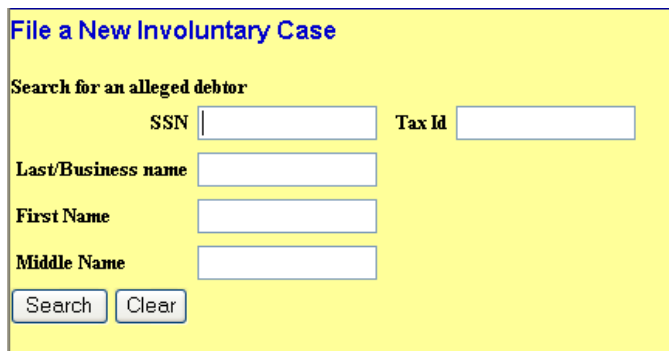
Figure 12

3. Search for an alleged debtor screen appears. Search options include First Name and Middle Name as well as Last/Business name, SSN, and Tax ID. (See Figure 13)

Figure 13

4. Click Create new party

When adding an **involuntary debtor** the following fields are required/optional:

- Last Name (required)
- First Name (optional)
- SSN (optional)
- Tax ID (optional)
- Address1 (optional)
- City (optional)
- State (optional)
- Zip (optional)

5. Click Submit. Make sure before submitting all information for the alleged debtor that all attorneys and aliases have been added.
6. Search for a petitioning creditor screen appears. Search options include SSN, Tax Id, Last/Business name, First Name, Middle Name.

Search for a petitioning creditor

File a New Involuntary Case

Search for a petitioning creditor

SSN		Tax Id	

Last/Business name

First Name

Middle Name

[Search] [Clear]

Figure 14

7. Select name from the list or click Create new party
8. Petitioning Creditor Information screen appears. Add all information for the petitioning creditor.

When adding a **petitioning creditor** the following fields are required/optional:

- o Last Name (required)
- o First Name (optional)
- o SSN (optional)
- o Tax ID (optional)
- o Address1 (optional)
- o City (optional)
- o State (optional)
- o Zip (optional)

9. Click Attorney to add the attorney for the petitioning creditor. **NOTE: If the user opening the case is the filing attorney for the petitioning creditor, check the box.** (See Figure 15)

Petitioning Creditor Information

CRS   SSN:Unknown

Office		Address 1	123 Street
Address 2		Address 3	
City	Dallas	State	TX Zip 75242
County		Country	
Phone		Fax	
E-mail			

Party text

☐ The user opening the case is the filing attorney for this party.

[Attorney...] [Alias] [Corporate parent] [Review] Add all attorneys, aliases and corporate parents before clicking the Submit button.

[Submit] [Cancel] [Clear]

Figure 15

10. Search for an attorney screen appears (if Attorney button selected)
11. Select name from list or create new attorney
12. Enter attorney information and click Add attorney. **NOTE**: When adding an **attorney** the following fields are required/optional:

> o Last Name (required)
> o First Name (required)
> o Bar Id (required)
> o Office (optional)
> o Address1 (required)
> o City (required)
> o State (required)
> o Zip (required)
> o Attorney phone (required)
> o Attorney e-mail (optional)

13. Click Submit
14. Search for a petitioning creditor screen appears again. If you only have one petitioning creditor, click End petitioning creditor selection. If additional petitioning creditors, search for the next petitioning creditor and add to the case.

Figure 16

15. Select default for Divisional office and click next
16. SARD Information screen appears. Enter the information **EXACTLY** as it is on the Petition.pdf.
17. Attach PDF
18. Fee screen appears. Accept the default and click Next
19. Modify Docket text screen appears. Click next
20. Final Docket Text screen appears. Click next
21. Notice of Electronic Filing

Case Upload (Chapter 7, 11 and 13 - external filers only)

Case Upload has been modified to allow for the filing of Chapter 11 cases. The SSN, County, Zip, and Name fields are required.

1. Click Bankruptcy
2. Click Case Upload
3. Open New Bankruptcy Case via Case Upload screen appears

Open New Bankruptcy Case via Case Upload

Case information
[ ] [Browse...] c:\Debtor.txt

Petition
[ ] [Browse...] c:\Petition.pdf

Creditor matrix
[ ] [Browse...] c:\Creditor.txt

Chapter 13 plan (*chapter 13 only*)
[ ] [Browse...] c:\Plan.pdf

Certificate of credit counseling for Debtor
[ ] [Browse...] c:\DebtorCCC.pdf

Certificate of credit counseling for joint debtor
[ ] [Browse...] c:\JointDebtorCCC.pdf

[Next] [Clear]

Figure 17

4. Browse and attach all files needed for Case Upload (Debtor.txt, Petition.pdf, and Creditor.txt are required. If filing a Chapter 13, there is an option to attach the plan. There is also the option to attach credit-counseling certificates as part of the case upload.)
5. Once all files are attached, click Submit

NOTE: If the Debtor.txt file does not contain a selection for the presumption of abuse (Ch.7 only), the following error message will appear:

Open New Bankruptcy Case via Case Upload

Please correct the following errors and resubmit your files.

- The section Presumption field must be set to y or n

[Back]

Figure 18

If opening a Chapter 11 via Case Upload, the Debtor.txt file must contain a "y' or "n" for small business or the following error message will appear:

Open New Bankruptcy Case via Case Upload

Please correct the following errors and resubmit your files.

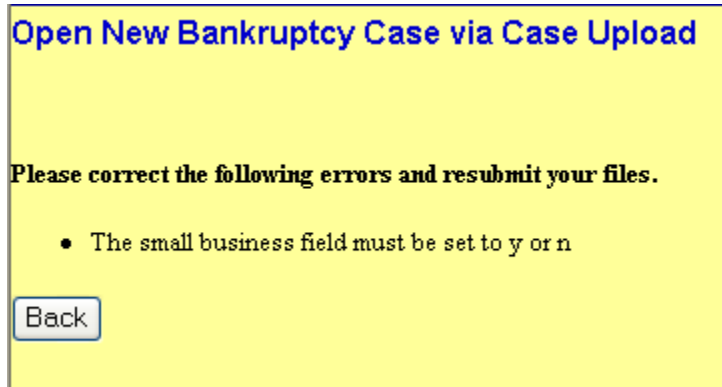- The small business field must be set to y or n

Back

Figure 19

6. The module will process the debtor information (individual, consumer, estimated assets, debts, etc…), upload the creditor matrix, and open a bankruptcy case in CM/ECF. You must run Judge/Trustee Assignment for each case opened. Judge/Trustee Assignment is available under the Bankruptcy Main Menu.
7. Notice of Electronic Filing

Docketing
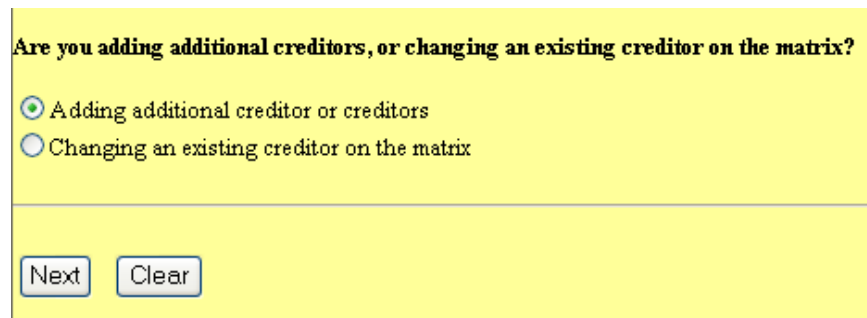
The following events have been enhanced. Provided below is a summary of the modified events.

Docketing Enhancements

1. **Matrix**: This is a combined event. There is no longer an amended matrix event. This event can be docketed one time without a fee and creditors added to the matrix through the docketing event. Additional entries made with this event will result in a fee of $26 for amending the matrix and the user can add additional creditors to the matrix through this docketing event. The docket text will reflect that the user has amended the matrix.

   The event checks to see if the matrix has been previously filed. If this event has never been docketed on the case, the user is prompted to attach the PDF and then copy and paste the creditor matrix with no fee.

   If the matrix has been previously filed, the user is prompted to select one of the following options, "Adding additional creditor or creditors", or "Changing an existing creditor on the matrix".

   Are you adding additional creditors, or changing an existing creditor on the matrix?
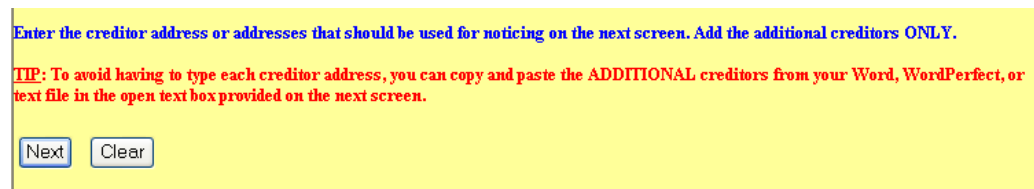
   ⊙ Adding additional creditor or creditors
   ○ Changing an existing creditor on the matrix

   [Next] [Clear]

   Figure 20

   If the user selects "Adding additional creditor or creditors" a display screen appears with instructions for adding the creditor(s) and a helpful tip.

   Enter the creditor address or addresses that should be used for noticing on the next screen. Add the additional creditors ONLY.

   TIP: To avoid having to type each creditor address, you can copy and paste the ADDITIONAL creditors from your Word, WordPerfect, or text file in the open text box provided on the next screen.

   [Next] [Clear]

   Figure 21

   The screen to add creditors follows the display screen. (See Figure 22)

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

Creditor type [Creditor ▾]

Creditor committee ⦿ No ○ Yes

[Next] [Clear]

Figure 22

When adding creditors via a docketing event:

o   Name may be 50 characters in length
o   Address may be 5 lines. No more than 40 characters per line.
o   More than one creditor can be added at a time. Creditors must be
         separated with a blank line.

NOTE: A fee of $26 is charged to the user and the creditor(s) added on the
Add Creditors screen are included on the Creditor Matrix.

If the user selects "Changing an existing creditor on the matrix" from the
available options (see Figure 20 above), then a different display screen
appears with instructions to go to Creditor Maintenance to edit the existing
creditor upon completion of the docket entry.

Upon completion of this docket entry, go to Creditor Maintenance and edit the existing creditor record or records on the matrix.

[Next] [Clear]

Figure 23

The Add Creditor(s) screen does not display if "Changing an existing creditor
on the matrix" is selected and no fee is charged to the user. Only a PDF can
be attached when this option is selected.

2. **Notice of appearance and request for notice**: The user is prompted to add
   the creditor to the matrix through the docketing of this event (See Figure 22
   above). Filing a notice of appearance no longer requires the additional step of
   adding a creditor through Creditor Maintenance.
3. **Assignment/Transfer of claim**: This event has been modified to allow for
   the entry of the transferee, transferor, and the claim number(s) being

transferred. The claims register is also updated with the transferred claim information. Follow the steps below for docketing:

- o Click Bankruptcy
- o Click Assignment/Transfer of claim
- o Select the attorney (court users only)
- o Select the Party
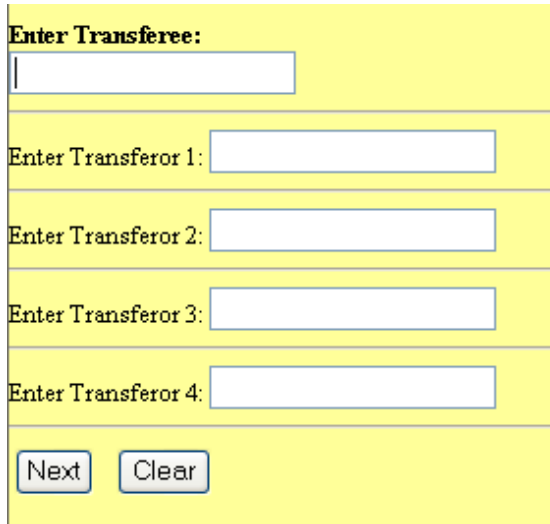- o Attach the PDF
- o Enter the Transferee and up to 4 Transferors

Enter Transferee:

Enter Transferor 1:

Enter Transferor 2:

Enter Transferor 3:

Enter Transferor 4:

Next   Clear

Figure 24

- o Enter the Claim Number(s) being transferred
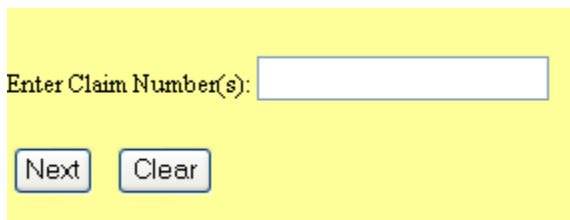
Enter Claim Number(s):

Next   Clear

Figure 25

NOTE: This screen can be bypassed without adding claim numbers. However, if you enter a claim number, it must be on the claims register. Also, there is a **20-character limit** to this field. If additional claims need to be transferred, you must docket this event again to transfer the additional claims.

- o Modify Docket Text - If the claims are not on the claims register, enhance the text to state the claims being transferred are not filed with the court.
- o Final Docket Text – The final docket text includes the transferee and transferor of the claims, as well as the claim number (if provided).

Conversion Orders to 7 or 13: When the court dockets orders converting cases to 7 or 13, the new trustee, 341 meeting of creditors date, time and location will be included in the docket entry for the order of conversion. The e-mail will also include the order converting docket text AND the new trustee and 341 meeting information.

The e-mail generated to the external filers contains a subject line of, for example, "06-30061-hdh7 Meeting of creditors (Chapter 7)".

Although the subject line shows meeting of creditors, the docket text for the conversion order is contained in the body of the e-mail. A sample of the e-mail sent to the external filer on an order on notice of voluntary conversion is provided below:

Creditor Maintenance
Creditor Maintenance contains new features to make maintaining the creditor matrix easier. Features include:

- o Full edit text box for adding and editing creditor records
- o Multiple creditors can be added at one time
- o Access to claims register when filing a claim for a creditor with a prior claim

Filing a Proof of Claim/Adding Creditors

The screen for adding creditors has been modified. When filing a proof of claim or any other time a creditor needs to be added to the matrix, the following screen appears:

Figure 26

When adding creditors via the Add Creditor link:

- o Name may be 50 characters in length
- o Address may be 5 lines. No more than 40 characters per line.
- o More than one creditor can be added at a time. Creditors must be separated with a blank line.

Filing a Claim

There have been some changes to the Notice of Electronic Filing when filing a proof of claim. There is a link to the Claims Register from the Notice of Electronic Filing. (See Figure 27)

Figure 27

If the claim is amended, the claim number link on the Notice of Electronic Filing displays, for example, as "Amended 1". The entry does not get a new claim number.

Notice of Electronic Claims Filing

The following transaction was received from McDonald, Jason on 5/17/2006 at 10:07 AM CDT

Case Name: Great Western, Inc.
Case Number: 06-30087-sgj7
    CRS
Creditor Name: 4800 Wilson Drive
    Dallas, TX 75242
Claim Number: Amended 1   Claims Register
Total Amount Claimed: $400.00

Figure 28

When viewing the Claims Register, the amended claim displays with a link containing the original claim number followed by a sequential number. For example, if claim number 1 is amended once, the claim number link is "1-2" (see Figure 29). If it is amended a second time, the claim number link displays as "1-3".

06-30087-sgj7 Great Western, Inc.
Judge: Stacey G. Jernigan   **Chapter:** 7
Office: Dallas   **Last Date to file claims:**
Trustee: Diane Reed   **Last Date to file (Govt):**

| Creditor: CRS History 4800 Wilson Drive Dallas, TX 75242 | Claim No: 1 Filed: 05/17/2006 Entered: 05/17/2006 Amended By Claim No: 1 | Status: Filed by: CR Entered by: McDonald, Jason Modified: |

Priority claimed: $400.00
Total   **claimed: $400.00**

History:
1-1   05/17/2006   Claim #1 filed by CRS , total amount claimed: $100 (McDonald, Jason)
1-2   05/17/2006   Amended Claim #1 filed by CRS , total amount claimed: $400 (McDonald, Jason)

Description:
Remarks:
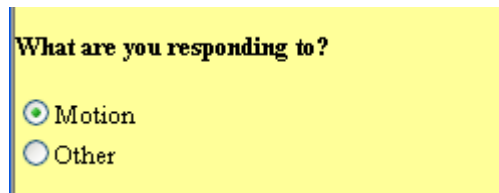
Figure 29

NOTE: Only the original filer of the claim can amend an existing claim on the claims register.

Additional CM/ECF Modifications (PMRs)

1. **Transcript**: This event has been modified to link to the hearing held event ONLY. No other linkage possibilities are provided.

2. **Response**: This event has been modified to only allow linkage to motions, notices, and trustee events. This event no longer allows linkage to the complaint in an adversary.

   The user is prompted to select "Motion" or "Other" (see Figure 30). Based on the user selection the corresponding category of events appears for linkage. "Other" only allows linkage to notices and trustee events. For other responses, objections the user must use the event drop-down menu to select the appropriate response/objection event. *PMR 216*
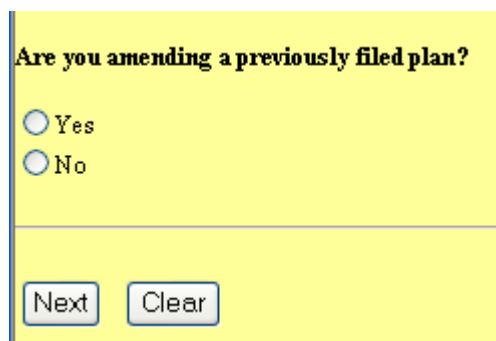
   Figure 30

   NOTE: The objection event also only allows docketing to a motion or trustee event.

3. **Plan and Disclosure statement events** - Chapter 11 plan, Chapter 11 small business plan, Chapter 12 plan, Disclosure statement, and Disclosure statement for small business have been modified. There are no longer events for amending these types of entries. Amended Chapter 11 plan, Amended Chapter 12 plan, and Amended disclosure statement have been deactivated. The user is now prompted with a question:

   Figure 31

   OR for the Disclosure statement event,

Figure 32

If the user selects "Yes" then a list of previously filed plans (or disclosure statements) appears for linkage and the word "Amended" appears in the final docket text. The user should link to the <u>most recently</u> filed plan or disclosure statement.

4. **Motion to continue**: This event has been modified to allow docketing a motion to continue a 341 meeting.
5. **Employee income records**: This event allows external filers to docket a virtual event if the debtor has no pay advices ("pay stubs") to file with the court. The user is provided different options for filing:

Figure 33

If the external user selects option #1 above, then a prompt to attach the PDF copy of the pay stubs appears. The final docket text indicates the debtor is filing copies of pay stubs from 60 days prior to the petition date. If the external user selects any of the other options, then the event becomes a virtual event (no PDF will be attached to the entry). Information regarding the entry will be provided in the docket text only.

NOTE: **COURT USERS** will always be prompted to attach a PDF document regardless of the option selected above.

6. **Repeat filer**: This event has been made available under the Trustee/US Trustee menu. The trustee will docket this entry when they identify a repeat

filer. A repeat filer is anyone who has been previously discharged within 8 years (Chapter 7), 6 years for Chapter 12/13, or dismissed from a previously filed case. The user is prompted with the following screen for selections:

Figure 34

The user is prompted to specify "Previous case dismissed", "Previous case discharged", or "Previous case pending". A prompt to select the DISTRICT and STATE is also provided. The user's selection appears in the final docket text of the entry. Also required is the entry of the filed date of the previous case.

7. **Trustee's recommendation concerning claims/plan**: This is a new event for the US Trustee to docket their recommendation regarding claims, objections to claims, and plan modifications. (Also under Batch Filings).
8. **Certificate of non-compliance** – This event has been modified to allow the trustees to docket this event and specify that they have not received the debtor's tax return 7 days prior to the 341 meeting.
9. **Amended answer to complaint** – This event has been moved to the Response/Objection/Amended Answer to Complaint menu option under Adversary.

Reports

The following is an overview of the major changes in Reports for CM/ECF. The most significant changes are found in the Claims Register report.

Docket Activity
The public now has access to run this report via PACER.
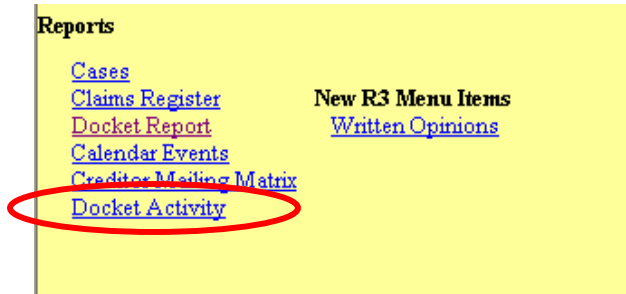
Claims Register
The claims register now contains:

- o History of claim activity
- o Docket activity on history
- o History of modifications to the creditor record
- o Change to amended claim process
- o Expanded claim status functionality
- o When a claim is transferred the claims register is updated with that information

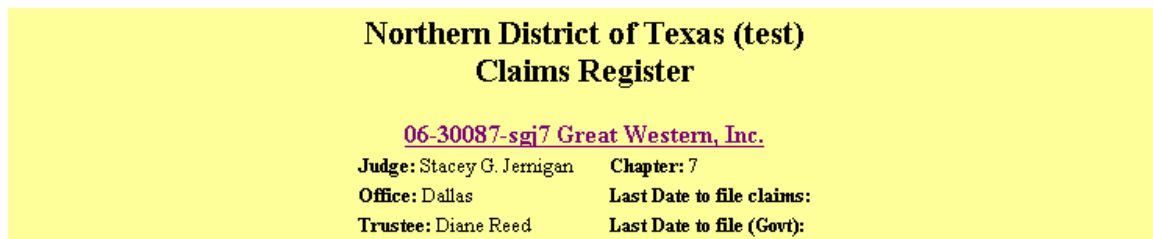The display screen for the Claims Register has changed:

Figure 35

When running the Claims Register, the user has the option of sorting the HISTORY of the claims by oldest date first, or most recent date first. Claims will still appear on the register in sequential order (i.e., 1, 2, 3), however, the history of each claim can be sorted by oldest date first, or most recent date first.

Figure 36

If the creditor associated with the claim has been edited with Creditor Maintenance, a link to the history of changes to the creditor are provided via the "History" link next to the creditor name.

Figure 37

When you click on the History link, a creditor history screen displays showing the current and previous creditor record as well as who edited the creditor. (See Figure 38)

Figure 38

When viewing the Claims Register, the amended claim displays with a link containing the original claim number followed by a sequential number. For example, if claim number 1 is amended once, the claim number link is "1-2". If it is amended a second time, the claim number link displays as "1-3".

Figure 39

The status of the claim is also provided with a link to the PDF docketed. There is only one claim status field. For example if an assignment of claim is docketed, the status is updated with a link to the PDF, and an entry is made in the History section of the Claims Register.
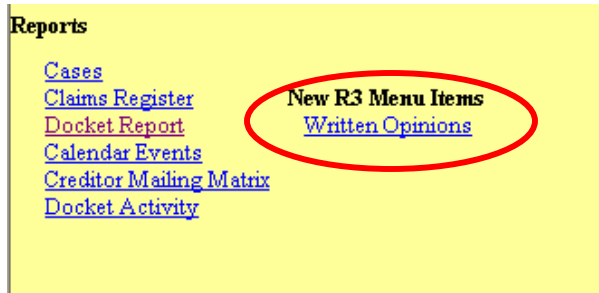

Figure 40

The Claims Register entry also displays the user who entered the claim. If the claim has been edited, a date modified is recorded on the claims register.

Figure 41

Written Opinions Report

This report lists Memorandum of opinion and Findings of facts and conclusions of law docket entries filed in the specified case.

V 3.0 Quality Control – Email Edit Notification

Email is sent automatically when the court performs any of the following edits to a case/participant:

- o Edit case participants
- o Edit claims
- o Edit case data
- o Add attachment to claims
- o Add/delete docket entry relationship
- o Delete claim attachments
- o Delete claims
- o Edit case associations
- o Edit all docket entry information

The Email the case participant receives (must have an e-mail address in ECF) is different depending on the editing module used. Some samples of the different e-mails case participants receive are provided below:

Edit case participants

The subject line of the Email reads, for example:

06-30080-13 Modified Party James William Common

Edit case data

The subject line of the Email reads, for example:

06-30080-13 Chapter changed from 7 to 13

```
***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy
of each document during this first viewing.

                              U.S. Bankruptcy Court - TEST DATABASE
                                  Northern District of Texas (test)
                                     Notice of Electronic Filing

                   The following transaction was received from McDonald, Jason on 5/17/2006 at 11:34 AM CDT
Case Name:             James William Common and Julia Alltoo Common
Case Number:           06-30080-13

Description:

Chapter changed from 7 to 13
```

NOTE: The change appears in the description of the e-mail.

<u>Add/delete docket entry relationship</u>

The subject line of the Email reads, for example:

06-30080-13 A relationship has been created between Docket Entry #4 and Docket Entry #3A relationship has been deleted between Docket Entry #2 and Docket Entry #4


```
***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy
of each document during this first viewing.

                              U.S. Bankruptcy Court - TEST DATABASE
                                  Northern District of Texas (test)
                                     Notice of Electronic Filing

                   The following transaction was edited by McDonald, Jason on 5/17/2006 at 12:40 PM CDT
Case Name:             James William Common and Julia Alltoo Common
Case Number:           06-30080-13
Number:

Description of change:

A relationship has been created between Docket Entry #4 and Docket Entry #3A relationship has been deleted between Docket Entry #2 and Docket Entry
#4
```

<u>Edit all docket entry information</u>

The subject line of the Email reads, for example:

06-30080-13 Docket Entry #1 has been updated

U.S. Bankruptcy Court - TEST DATABASE
Northern District of Texas (test)
Notice of Electronic Filing

The following transaction was edited by McDonald, Jason on 5/17/2006 at 12:12 PM CDT

Case Name: James William Common and Julia Alltoo Common
Case Number: 06-30080-13
Document Number: 1

Description of changes:

Document type set to Standard
Modified Dkt text from:
Chapter 7 Voluntary Petition (case upload) filed by Test Attorney of Law Office of Test Attorney on behalf of James William Common, Julia Alltoo Common. (Attorney, Test)
to:
Chapter 13 Voluntary Petition (case upload) filed by Test Attorney of Law Office of Test Attorney on behalf of James William Common, Julia Alltoo Common. (Attorney, Test) Modified to Correct Chapter on 5/17/2006 (McDonald, Jason).

NOTE: Documents linked to the edited docket entry can be viewed without charge for 15 days.

Other Important Information:

Motions to prohibit or condition the use, sale, or lease of property

Motions to prohibit or condition the use, sale, or lease of property pursuant to 11 U.S.C. § 363(e) shall be determined by the court with or without a hearing. If a debtor reaches an agreement about adequate protection, the interested party or debtor shall move for approval of the agreement. In the event a lender consents to the use of cash collateral under 11 U.S.C. § 363(c)(2)(a), any adequate protection provided to the lender must be approved by the court.

Employee Income Records

When filing documents intended to be your submission for the debtor's employee income records, you must use the Employee Income Records event in order to satisfy the deadline and prevent the case from being dismissed. In addition, please remember to redact the SSN if the SSN appears on the document.

Please remember that Employee Income Records must be filed for both debtors on the case. Even if the debtor has no income, a statement of such, filed as Employee Income Records must be filed. There is a form available for your use on our web site.

Not sure your document was electronically filed?

Before you re-file the document, verify via PACER that the document is reflected on the docket, call the Help Desk for assistance and check your Internet payments due.

Converted and Severed Cases

If you are seeking to vacate a dismissal order and convert the case you must file a motion to vacate the dismissal order and a separate motion to convert the case. If you are seeking to sever a case and convert, you must file a motion to server and a separate motion to convert the case.

Adding the Internal Revenue Service as a creditor

When adding the Internal Revenue Service as a creditor in a case, please use the complete name without abbreviations, i.e. Internal Revenue Service. For a complete list of style guide requirements please refer to the style guide on our website under ECF.